

**SCOPE OF WORK**  
**Lead Scientist and Facilitator**  
**Bay Delta Conservation Plan**

The Steering Committee will select a Lead Scientist and Science Facilitator to provide independent scientific input in the development of the NCCP. The Lead Scientist and Scientific Advisors, assisted by the Facilitator, will fulfill the function described by California Fish and Game Code section 2810(b)(5). Specifically, they will answer scientific questions asked by the Steering Committee relevant to the development of the BDCP. However, their final deliberations will be independent of the Department of Fish and Game, Potential Regulated Entities, and other participants on the Steering Committee.

**The Lead Scientist**

The Steering Committee will select a Lead Scientist, who will be an expert in at least one of the scientific disciplines necessary to serve as a Science Advisor. The Lead Scientist does not need to have previous experience working on an NCCP, but must have experience working as a member of a panel of scientists to provide scientific analysis and make recommendations as part of a complex science-based planning process.

The Lead Scientist will have a full seat on the body of Science Advisors. The Lead Scientist will guide the deliberations of the Science Advisors and assign the research and analytical tasks necessary to answer the questions asked by the Steering Committee and conveyed to the Science Advisors by the Facilitator. The Lead Scientist will assist the Facilitator to ensure that the answers and recommendations of the Science Advisors effectively respond to the questions asked by the Steering Committee. The Lead Scientist will be responsible for assigning Science Advisors to write sections of the report related to each scientist's expertise and will coordinate the overall preparation of the report.

**Facilitator**

The Steering Committee will select a Facilitator, who will be experienced in the NCCPA process and have specific experience in developing an NCCP. The Facilitator will be a neutral intermediary between the Steering Committee and the Science Advisors.

The Facilitator will facilitate communications between the Steering Committee and the Science Advisors. The Facilitator will work with the Science Advisors to ensure that their recommendations, analyses and other input are responsive to the Steering Committee's questions, and conveyed in a manner that provides effective scientific input to the Steering Committee.

The Facilitator will also be responsible for procedural and logistical matters related to the Science Advisors, thus allowing the scientists to focus solely on their analysis and report. Specific knowledge in one of the identified disciplines is not mandatory, but is viewed as a benefit. The facilitator:

- May work with the Lead Scientist and the Steering Committee to identify and secure the services of the Science Advisors.
- May assist the Steering Committee in preparation of a scope of work, including timeline, to guide the Science Advisors.
- May, at the request of the Steering Committee, assist in preparation of questions to which the Science Advisors are asked to respond.

## **SCIENCE WORKGROUP HANDOUT #1**

### **Steering Committee Meeting 5.4.07**

- Will assist the Steering Committee in identifying relevant background information/data and transmitting the data to the Science Advisors.
- Will coordinate, organize and convene the meetings of the Science Advisors with the objective of making the meetings run smoothly and productively.
- Will participate in any meeting between the Steering Committee and Science Advisors, and as appropriate, will assist in clarifying communications..
- Will be the point of contact between the Science Advisors and Steering Committee.
- May serve as a mediator for the Science Advisors at the request of the Lead Scientist.
- Will assist the Lead Scientist in preparing, editing, and finalizing the science report

### **Communications Protocols**

The Lead Scientist, other Science Advisors, and the Steering Committee may communicate directly in meetings during the information gathering, field trip, and workshop phases of the science process, and following submittal of the final Science Advisors' report to the Steering Committee.

Steering Committee members will not contact the Lead Scientist or other Science Advisors individually.

The Lead Scientist, other Science Advisors, and the Steering Committee will not communicate during the Science Advisors' deliberative process except through the Facilitator.